

**Federal Emergency Management Agency**



**FEMA**

STATEMENT OF WORK (SOW) FOR:

Mobile Shredding Services – Security Container Rental

PROCUREMENT SENSITIVE INFORMATION

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Statement of Work (SOW) For

**Mobile Shredding Services – Security Container Rental**

1.1 SCOPE

The Federal Emergency Management Agency is seeking to procure one (1) 65-gallon wheeled, locking security container(s) to collect and store PII materials to be shredded until such time that shredding occurs. All containers shall possess locking mechanisms and locks that can be opened with a master key or combination. The contractor shall supply the approved FEMA facility Point of Contact (POC) keys or the combinations to all containers.

FEMA requires the rental of security container(s) to properly dispose of Personally Identifiable Information (PII) documents. The contractor shall shred, destroy, and dispose of materials with (PII).

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 THE CONTRACTOR SHALL PERFORM THE FOLLOWING TASKS:

2.1.1 The Contractor shall provide the labor and equipment for the safe and secure destruction of all materials placed in the containers, using a crosscut shredding capability to ensure such material cannot be recomposed to its original state.

2.1.2 The Contractor shall pick up the security containers on a biweekly schedule during normal, business hours (8:00 am-4:30 pm).

2.1.3 The Contractor shall be escorted by an approved FEMA facility point of contact (POC) to and from the designated bin locations to obtain containers and destroy all sensitive materials on-site. After the on-site shredding process is complete the contractor shall return the empty security containers to the locations from which they were retrieved.

2.1.4 The Contractor shall allow the witnessing of the destruction on-site by a designated FEMA employee.

2.1.5 The Contractor shall ensure that no material is left unattended or dropped on the premises ground at which is used for the shredding process upon pick up of the security container(s).

2.1.6 Upon completion of on-site destruction, a work order receipt will be prepared by the contractor and a signed copy is given to the designated Government point of contact, which will include the date of pickup, company, location, quantity, of materials destroyed, or other form of CERTIFICATE OF DESTRUCTION.

### 3.0 CONTRACTOR PERSONNEL

#### 3.1 Qualified Personnel

The Contractor shall provide qualified personnel to perform all requirements specified in this SOW.

#### 3.2 Continuity of Support

The Contractor shall ensure that the contractually required level of support for this requirement is maintained at all times. The Contractor shall ensure that all contract support personnel are present for all hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor shall provide e-mail notification to the Contracting Officer's Representative (COR) before employee absence. Otherwise, the Contractor shall provide a fully qualified replacement.

#### 3.3 EMPLOYEE IDENTIFICATION

3.5.1 CONTRACTOR EMPLOYEES VISITING GOVERNMENT FACILITIES SHALL WEAR AN IDENTIFICATION BADGE THAT, AT A MINIMUM, DISPLAYS THE CONTRACTOR NAME, THE EMPLOYEE'S PHOTO, NAME, CLEARANCE-LEVEL AND BADGE EXPIRATION DATE.

Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

#### 3.4 Employee Conduct

Contractor's employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

#### 3.5 Removing Employees for Misconduct or Security Reasons

The Government may, at its sole discretion (via the Contracting Officer\*), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

#### 4.0 Other Applicable Conditions

##### 4.1 Security

Contractor access to unclassified, but Security Sensitive Information may be required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination.

##### 4.2 Period of Performance

The period of performance for this contract is 3 months with No month option periods as follows:

Base Period	June-30- 2025 to September 30-2025
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Option Period One	N/A
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Option Period Two	N/A
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**\*If early cancellation is necessary, the contractor agrees to terminate services on the requested day and bill the government for the days of service provided during that billing period\***

##### 4.3 Place of Performance

The primary place of performance will be at the following location:

7900 Hickman RD, Suite 600 Windsor Heights, Iowa 50234

##### 4.4 Hours of Operation

Contractor employees shall generally perform all work between the hours of 8:00 am and 4:30 pm, Monday through Friday (except Federal holidays). However, there may be occasions when Contractor employees shall be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOW.

##### 4.5 Protection of Information

Contractor access to information protected under the Privacy Act is required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with the law and Government policy and regulation.

##### 4.6 Performance Under this Contract

If there are unforeseen changes under this contract, it is the contractor's responsibility to communicate with FEMA's facility POC. No changes shall be made unless agreed upon in writing by way of contract modification from the Contracting Officer.

#### 4.7 Government Point of Contact

FEMA will assign a facility primary point of contact (POC) and provide information and resources in a manner to maintain contract continuity. Additionally, this person will receive deliverables, escort the contractor to bin locations, schedule pickup if needed, authorize invoices, and view onsite shredding, and receive a work order receipt/certificate of destruction. FEMA facility POC may be changed via email from the CO during the period of performance.